

# Research Associate

Metis Associates, Inc.

## About Us

[Metis Associates](#) is a national consulting firm that delivers highly customized research and evaluation, grant writing, and data management services. We have over four decades of experience providing data-informed solutions across the social service sector. We support our clients' missions and take pride in building their capacity with our knowledge, skills, and technical expertise.

## Position Summary

The Research Associate will be a member of a team of researchers, statisticians, and grant writers. They will work on diverse projects in education (e.g., social-emotional learning, school climate, community schools), victim and trauma services, family and community support.

The full-time position, based in our New York City office, will have the following responsibilities:

- Manage research projects and program evaluations, including resource and budget management
- Supervise and mentor early-career research staff
- Develop high-quality data collection tools (e.g., surveys and interview protocols)
- Conduct primary data collection (e.g., focus groups and interviews)
- Analyze qualitative and quantitative data
- Write reports, create research briefs or data snapshots, and design/create infographics and other data visualizations

## About You

- 3-5 years of relevant work experience
- Master's degree in a relevant field strongly preferred; bachelor's degree required
- Excellent verbal and written communication skills in English required and in Spanish preferred
- Strong knowledge of statistics, SPSS, and Excel
- Ability to work collaboratively within a team environment
- Ability and willingness to travel and work overtime when needed

## Compensation & Work Requirements

- Competitive salary and benefits package
- Background check
- New York City Department of Education fingerprinting

## How to Apply

Email a letter of interest and a résumé to our Human Resources Administrator at [inquiries@metisassoc.com](mailto:inquiries@metisassoc.com).

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*Metis Associates employs a diverse staff to comply with the law and because we value, seek out, and learn from people's varying perspectives and lived experiences. We are an Equal Opportunity Employer, and minority candidates are strongly urged to apply*

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